



Townsend Planning Commission

Meeting @ 7:00 pm
December 13, 2017

Townsend Town Hall, 141 Main Street

7:00 pm – Planning Commission Meeting Agenda

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call
Troy Geiger, Regina Albert, James Reyes, Sheryl Rojas
 - b. Pledge of Allegiance
 - c. Visitor Acknowledgement
Keith Thompson with radiomiddletown.com
- III. Additions/Deletions to Published Agenda
Regina Albert would like to add an option C to agenda item VII, municipal plan of services and PC report. Motion made to accept the agenda with changes approved.
- IV. Approval of Planning Commission Minutes
 - a. November 8, 2017 – Regular meeting
 - b. November 29, 2017 – Special meeting
James Reyes mad a motion to approve the November 8th and 29th minutes
- V. Review/Discussion Update Census Bureau LUCA Invitation
Troy stated that there is an extension until January 31st for the census. Mayor Sutton and Town Council is considering having the county complete this information. The census is about an update of the addresses. Troy will discuss further with Mayor Sutton but believe that the County will complete.
- VI. Review/Discussion/Possible Vote- Survey Questionnaire on Survey Monkey
Councilwoman Gorman stated that council would like us to use the free version of Survey Monkey. There is a 10-question limitation on the free version. The questions were the same that we used at the Town Fair. We reviewed our questionnaire for 10 questions to use. Sheryl Rojas will build and send to other Commissioners to test. Further discussion will continue at the next meeting.

VII. Distribution/Confirmation of Requests

- a. Property Owner – Herminio Cisneros
Request - Annexation Request, Zoning & Variance
Property location – 6078 Summit Bridge Road, Townsend
Parcel - New Castle County Tax Parcel No. 14-016.00-051
Requires - Municipal Plan of Services – PC Report
- b. Property Owner – George R. Piser P/O/A for: Betty R. Piser, Frances E. Patterson, Barbara A. Carter, Howard B. Carter, Anne Marie Kaiser and Suzanne Carter.
Request - Companion to Annexation Petition, Rezoning & Variance
Property location – 0 South Street, Townsend
Parcel – 25-004.00-121

Several things are being requested. Variance requests we don't handle. The annexation parcel for Herminio requires an Annexation Plan of Services. Regina was working with Cathy on completing the process. Regina contacted the Town Attorney about the Planning or Annexation Committee report. The suggestion was to produce a letter that we agree to proceed with the annexation process. If we follow through with the paperwork, it would go directly to the State for review without any public meeting. We can call a public meeting at any time to inform the residents about the annexation and allow for public input by anyone who may be affected negatively by the annexation and zoning request. We should not be guessing or assuming what the developer's intention is for the properties. Since this has been reviewed before, Regina would also like to see if we can get past materials that the State has reviewed prior on these properties. Regina Albert suggests that we send certified letters to the property owners to hold an Introduction meeting to attend our January 10th meeting.

Motion was made to schedule the Introduction meeting, 2nd, voted, approved.

c. Municipal Annexation Plan of Services

The town is responsible for collecting and gathering all the information to complete the checklist.

VIII. Review/Discussion – Comprehensive Plan State Guidelines process for 2018

The State of Delaware Comprehensive Checklist is divided into sections. We can follow the checklist as we review our comprehensive plan by section for updates. Great list of resources and services.

IX. Discussion/Possible Vote – Annual Report & IPA meeting

Regina asked the Town Manager for direction if there was a contract with the IPA for assistance in completing our 10-year comprehensive plan. Recommendation was for Troy to work with the Town Manager regarding a contract for assistance with the IPA. The 2013 contractual scope of work was sent to us in July. Discussion was that there is a consultant available and Troy is authorized to speak with Linda Raab at the IPA. Troy will try and contact the IPA to confirm there is a contract for work on our 10-year Comprehensive Plan. We will determine at the January meeting what sections we will begin reviewing.

January agenda will cover: Survey Monkey, Introductions, and Comprehensive Plan, IPA update

The Annual Report is due the end of each Fiscal Year. Discussion is that the Town Manager currently handles completing the report for the Town. Now we need to determine if we want to take on completing this report. Since this is an annual report, Regina Albert recommended that he continues to complete the report for us to review. James Reyes motioned that the report remains with the Town Manager for completing the report. Motion was voted and approved to remain with the Town Manager.

X. Citizens Comments & Participation

Defined the term IPA for an audience, defined as the Institute of Public Administration affiliated with the University of Delaware

XI. Adjournment

Motioned, voted, approved to adjourn
